



OPEN ENTRY LEVEL  
**DETENTION SERVICES REGISTERED NURSE**  
SPOKANE COUNTY CIVIL SERVICE COMMISSION



**CLOSING DATE:** August 24, 2012 @ 4:30 p.m.

**TESTING:** Oral Board Interviews Scheduled for August 29, 2012.

**SALARY RANGE:** \$4918.28/mo - \$6636.54/mo + benefits  
(Start) (Top)

\*\*\*\*\*

**NOTE:** Positions will be at either Spokane County Jail or the Geiger Corrections Center. A tour of the facilities is *strongly* recommended.

Past Maxim Health Services employees must have a minimum of 12 months non-employment with Maxim in order to apply for employment due to contractual obligations between Maxim and Spokane County Sheriff's Office.

**SHIFT WORK REQUIRED.**

**APPLICATION PACKETS**

Submit the following documents to Civil Service when filing:

- Civil Service Application packet
- Sealed official high school and college transcripts
- DD-214, if applicable (copy)
- Current driver's license (copy)
- Social security card (copy)
- Birth certificate (copy of state issued, not hospital copy)
- Current Washington State RN license (copy)
- \$15.00 processing fee (check or money order only)

**Application packets without the attached documents listed above will be considered incomplete and will not be accepted.**

**MINIMUM REQUIREMENTS:**

- United States citizen, at least 21 years of age, who can read and write the English language.
- Two years acute care and assessment skills experience preferred. Will accept recent graduate with an ADN or BSN from an accredited school.
- Current Washington State R.N. License

This is a union position and, as a condition of employment, the selected individual is required to join. Applicant must qualify through background review which includes integrity interview.

Upon conditional offer of appointment, all applicants shall be subject to polygraph and medical evaluation.

**EXAMPLES OF DUTIES** (Includes but is not limited to the following):

Assess and treat inmate health problems under direction of jail physician, jail dentist and independently up to limits of licensure. This includes injuries, illnesses and chronic health problems, including medical, dental and mental health conditions.

Assist the physician during clinical visits.

Administer medications; obtain blood and other laboratory specimens.

Develop and maintain inmate medical records. Instruct staff and inmates regarding health care and infection control.

Perform other related duties as required.

**REQUIREMENTS OF WORK:** The jail nurse works within the criminal justice system and the correctional setting to provide appropriate health care to pre- and post-trial detainees. Must have ability to learn assessment skills and to initiate treatment, often in a setting where no other health care providers are present. Good written and oral communication skills are required. Good judgment is a must. Must be able to work without prejudice. Must be able to respond appropriately to manipulative behavior and to remain calm and effective under pressure. Physical requirements include: ability to traverse stairs, push a medication cart, move an adult human body, perform CPR and be mobile for a full work day.

**See other side for important additional information.**

SPOKANE COUNTY CIVIL SERVICE COMMISSION  
1229 WEST MALLON, SPOKANE, WA 99260-0230  
Phone: (509) 477-4711  
[www.spokanecounty.org/sheriff](http://www.spokanecounty.org/sheriff)  
EQUAL OPPORTUNITY EMPLOYER

### **Primary and Essential Tasks**

#### **A. CONTROL AND SECURITY OF THE MEDICAL OFFICE AND SUPPLIES**

1. Manual dexterity and strength to lock/unlock doors.
2. Carry and/or shield hand-carried tray of medication or medical supplies while talking with and treating inmates.
3. Carry up to 25 lbs. of medical supplies up to 50 feet.
4. Bend to transfer supplies into cabinets, shelves and drawers.
5. Reach to above head level to store items.

#### **B. EMERGENCY RESPONSE**

1. Shoulder, arm and lung strength sufficient to administer CPR.
2. Manual dexterity and strength to apply first aid to stabilize injured areas, control bleeding, remove foreign objects from external body or orifices.
3. Verbally communicate to obtain and give information to inmates, staff and emergency personnel in a clear, concise and accurate manner.
4. Walk rapidly from medical office to housing unit (up to approximately 100 yards).
5. Quickly navigate up to 30 stairs.
6. Assist in lift, carry or turn of adult (up to 50 lbs in assisted carry of unconscious person).

#### **C. SUPERVISION OF INMATES**

1. Visually observe inmates taking medication and performing instructed self-treatment.
2. Speak clearly, politely and accurately to inmates.
3. Hear and respond to inmate comments and questions.

4. Respond in writing legibly and concisely to inmate need for information.
5. Approach inmates confidently and calmly to avoid unnecessary confrontation.
6. Recognize manipulative behavior and respond appropriately.

#### **D. ROUTINE CARE DELIVERY**

1. Communicate by phone with other institutions, agencies, and care providers.
2. Communicate with family and friends courteously to give or receive information while protecting confidentiality of medical records.
3. Communicate with inmates to give/receive information.
4. Assess physical, mental or psychological status by visual, auditory, olfactory or tactile observation.
5. Administer necessary treatment: medications, bandages, splints, etc.
6. Assist in minor surgery, casting and other medical procedures.
7. Obtain laboratory specimens.
8. Walk from medical office to living areas to assess and treat inmates.
9. Use computer to retrieve or enter information.
10. Record legibly in inmate medical records, write reports, etc.
11. Accurately transcribe medical information.
12. File and retrieve medical records by numerical, color-code and name.
13. Push sick call cart (approximately 150 lbs.) up to 100 yards on carpeted floors.
14. Clean medical office and examination rooms (includes light sweeping and mopping).

**All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.**

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 16th day of July, 2012.

\_\_\_\_\_  
Edward Thomas, Jr., Acting Chair

\_\_\_\_\_  
Nancy J. Paladino, Chief Examiner